OPEN SYSTEMS® Accounting Software

# Bank Reconciliation
# User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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# General Information

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

## The Structure of OSAS

### Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows™, Windows 95®, Windows NT®, UNIX®, or Novell® NetWare®. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

You can install the other applications in any order unless their user's manuals specify otherwise.

### Base applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are Payroll, Inventory, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, and General Ledger.

# The BR System

Use the Bank Reconciliation system to enter and track bank transactions (deposits, disbursements, transfers, and adjustments) and to reconcile your bank account balance with the bank statement balance you receive from your bank. You can also void checks or stop payment on checks entered into the system through Bank Reconciliation or an interfaced application.

## Menu Structure

The Bank Reconciliation menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

### File maintenance

Use the functions on the File Maintenance menu to set up and maintain information about your bank, transaction codes, and recurring adjustments to your accounts. For example, use the Bank Accounts function to establish and update information about your company's bank accounts.

### Transactions

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Transactions functions to enter transactions (deposits, disbursements, transfers, and adjustments), to void checks or stop payment on a check, and then to post your transactions.

### Reconciliation

When you receive a bank statement, you must specify which transactions have cleared in order to reconcile you bank account balance (that is, the balance stored in the system) with the bank statement balance. Use the Cleared Transactions function to designate transactions as cleared. You can periodically purge the system of cleared transactions to keep the clearing process simple.

### Master file lists

Information that you enter in the File Maintenance functions is kept in major files. Use the Master File Lists functions to produce the contents of the files: details about bank account records, transaction codes, recurring adjustments, and Bank Reconciliation tables.

## File Information

The information you enter in Bank Reconciliation functions is stored in five major files.

The BRBAxxx (Bank Accounts) file contains information entered through the Bank Accounts function: account description; account number; bank contact, phone, and fax numbers; general ledger account number and balance; and last statement date and balance for each bank account. This file serves as a permanent source of information: data stays in this file until you remove it.

The BRCDxxx (Codes) file stores default descriptions for transaction references and recurring adjustment entries, entered through the Codes function.

The BRJRxxx (Journal) file stores transactions entered through the Transactions function. It is a temporary file: transactions stay here until you post them, at which time the file is erased (it is automatically re-created whenever you enter more transactions).

The BRRAxxx (Recurring Adjustments) file stores adjustment transaction information entered through the Recurring Adjustments function: bank account ID, adjustment ID, amount of the adjustment, transaction description and reference, and distribution information for the adjustment. This information can be copied to the BRJRxxx file through the Transactions function.

The BRTRxxx (Transactions) file stores transactions posted from Bank Reconciliation and, optionally, interfaced applications (Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, and Payroll).

# File Interaction

Bank Reconciliation file interaction is based on the Bank Reconciliation work cycle, which consists of daily work and reconciliation.

## Daily work

Daily work begins with entering transactions, which are stored in the BRJRxxx file (the system creates it automatically). When entering transactions, you must enter a bank account ID (from the BRBAxxx file). Transaction descriptions and references come from the BRCDxxx file. If you enter a recurring adjustment, the transaction information comes from the BRRAxxx file.

After you enter transactions, produce the BR Journal to check for errors.

When you post transactions, several files are affected:

- The transactions are moved from the BRJRxxx file to the BRTRxxx file.
- If Bank Reconciliation is interfaced with General Ledger, the offsetting entries are created in the GLJRxxx (General Ledger Journal) file. In addition, when you post the GLJRxxx file to the GLMAxxx (General Ledger Master) file, the general ledger account balances are updated in the BRBAxxx file.
- If Bank Reconciliation is not interfaced with General Ledger, the general ledger account balances in the BRBAxxx file are updated.
- The BRJRxxx file is erased.

## Reconciliation

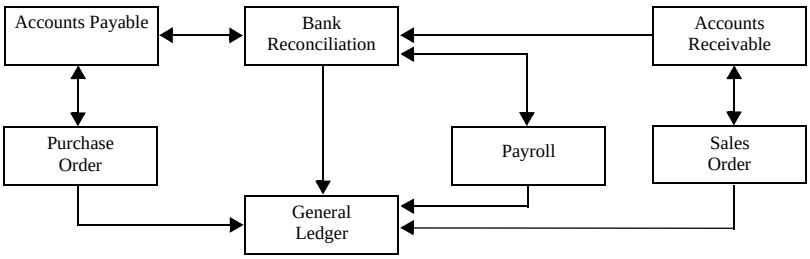
Reconciliation also begins with entering transactions—usually recurring adjustments (such as finance charges and service charges) listed on your bank statement. After these transactions have been entered, verified, and posted to the BRTRxxx file, you can begin clearing transactions.

When you use the Cleared Transactions function, you must enter the statement balance and statement date. This information updates the bank account record in the BRBAxxx file.

You can clear only transactions that have been posted to the BRTRxxx file. Cleared transactions remain in the file until you remove them through the Purge Cleared Transactions function. You should purge cleared transactions after you reconcile the bank account.

## Application Interaction

Bank Reconciliation can be used as a standalone application, but you can get optimal use from it when you interface it with other applications.




Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

For information about application interfaces, see page 3-7.

# Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

## Manual Conventions

This User’s Manual is divided into these sections, made up of several chapters:

- The “Introduction” provides an overview of this application and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.
- “Installation” explains the steps necessary to begin using this application in your company, including how to install the application on your system.
- The last part of your manual is made of several chapters, each chapter describing a function group within this application.

## Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click, right-click, double click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

**Note**

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

## OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

### Running OSAS

OSAS memory and disk space requirements vary according to the operating system you use and the size of your data file. Consult the *Resource Manager User's Manual* for more information.

### Starting OSAS

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **osas** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *lerxst*, specify that information to enter the system:

**osas -t** T2 **-c** B **-a** lerxst

You can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

# Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function in Resource Manager to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

## Favorites Menu

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than enabling each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click on the button, your application would be open for work.

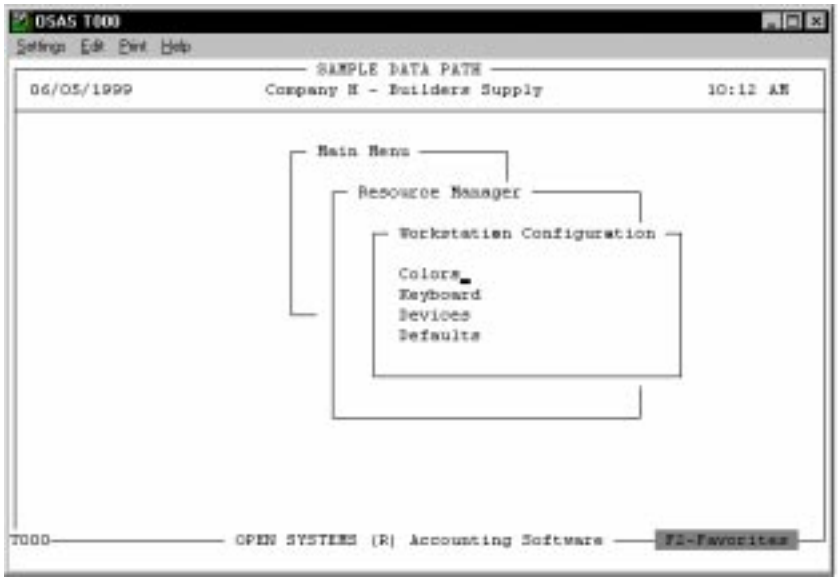
### Favorites Menu: Graphical Style

For Favorites Menu set up information, see page 1-27.

# Text Menu

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

## Text Main Menu




When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

## Function Keys Used in the Text menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

| Key | Operation |
|---|---|
| Esc<br>(Command help) | Views the list of commands for the menu. (To close the commands window, press any key.) |
| F1<br>(Function Help) | Displays help information for this function. |
| F2<br>(Favorites Menu) | Displays the Favorites menu or changes to the regular menu from the Favorites menu. |
| F3<br>(Change Company) | Allows you to switch between companies. |
| F4<br>(Access Code) | Displays the Access Code prompt. |
| F4 (twice)<br>(Other Menu) | Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu. |
| F5<br>(Live/Sample swap) | Switches between live and sample data. |
| F6<br>(Workstation Date) | Displays the current workstation date and allows you to change it. |
| F7<br>(Exit) | Exits from OSAS. |
| F9<br>(Application Setup) | Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary. |
| F10<br>(Add to Favorites) | Allows you to add to and delete from your Favorites menu. |

| Key | Operation |
|---|---|
| Shift + F5<br>(Change menu style) | Switch between text and graphical menu styles without going into Defaults. |
| Shift + F2<br>(Application Info) | Displays information about the applications you have installed. |
| PgUp<br>(Start over) | Move back one menu level. |
| Tab<br>(Jump) | Move back to the Main menu. |
| Enter | Select a menu or function from a menu. |
| Up Arrow<br>Down Arrow | Move the cursor up or down through the menu selections. |
| Ctrl + G<br>(Bell on/off) | If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again. |

# Graphical-Style Menus

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application's menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

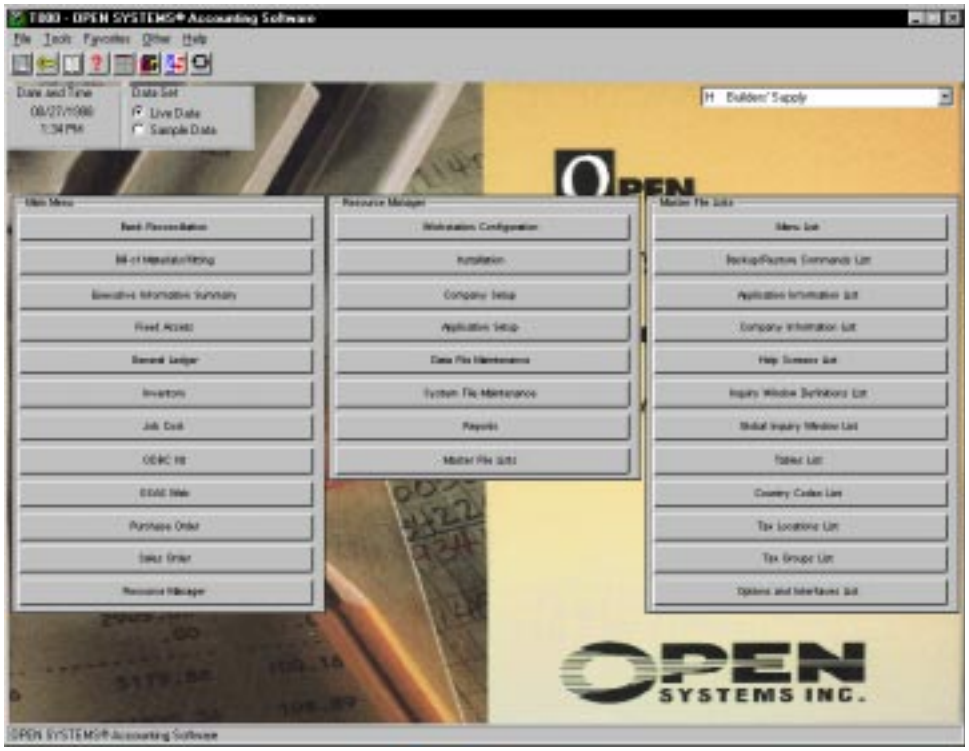
If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function's button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

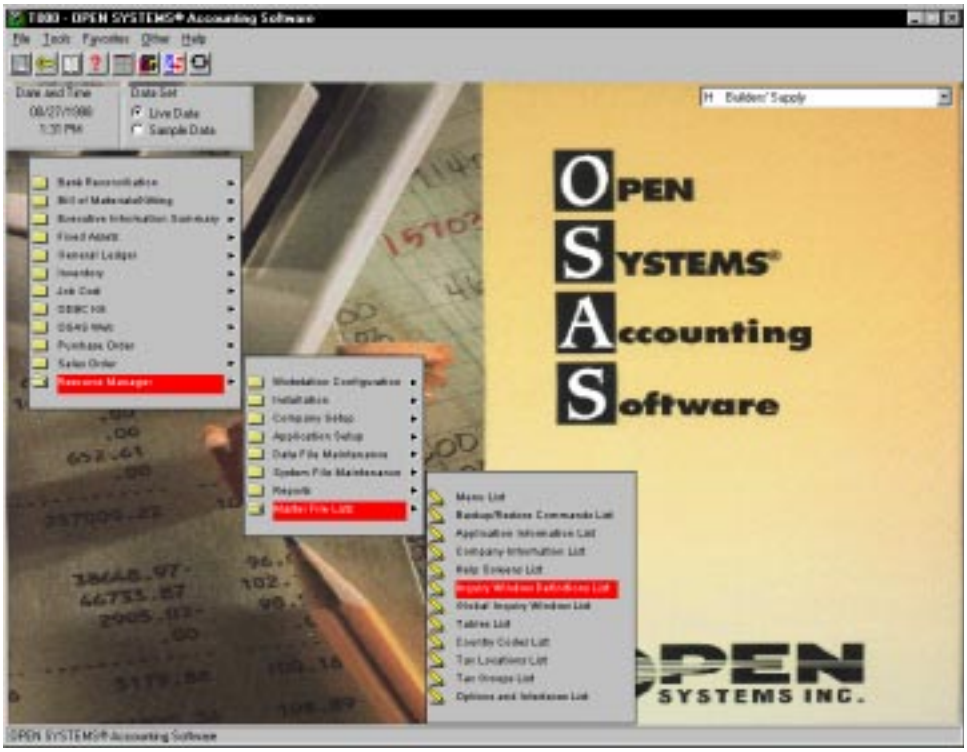
## Graphical Main Menu




You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

### Start Main Menu




You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu item
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

### Special Commands in Graphical menus

Right-click to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

## Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys.

| Key | Operation |
|---|---|
| F1<br>(Key Help) | Displays the list of Icons and Functions keys available to you. |
| F2<br>(Favorites Menu) | Displays the Favorites menu. |
| F4<br>(Access Code) | Displays the Access Code dialog box. |
| F5<br>(Live/Sample swap) | Switches between live and sample data. |

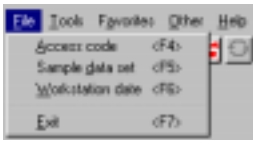
| Key | Operation |
|---|---|
| F6<br>(Workstation Date) | Displays the current workstation date and allows you to change it. |
| F7<br>(Exit) | Exits from OSAS. |
| F9<br>(Application Setup) | Allows certain functions to be set up. Works only in certain applications. This application does not use an application setup function. |
| F10<br>(Change to Favorites) | Allows you to add to and delete from your Favorites menu. (works only with Start-style menu). |
| Right-click | Displays the a functions display box. |
| Shift + F5<br>(Change menu style) | Switch between text and graphical menu styles without going into Defaults. |
| Shift + F2<br>(Application Info) | Displays information about the applications you have installed. |

## Window Title Bar Menus

When working using the graphical menus, you can use the pull-down menus and tool buttons (graphical icons) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and icons offers you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on an icon for the function desired. Pictured below is the OSAS pull-down menu/icon selection.

## File Menu



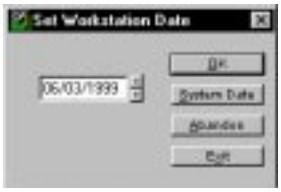

| Command | Icon | Key | Result |
|---|---|---|---|
| Access code | | F4 | Displays the Access Code dialog box. See Access Code dialog box below. |
| Sample data set or Live Data set | | F5 | Toggles between the Sample Data and the Live Data. |
| Workstation date | | F6 | Displays the Workstation Date dialog box. See Workstation Date dialog box below. |
| Exit | | F7 | Exits from OSAS. |

### Access Code dialog box

1. Enter the access code.

2. Click **OK** to save your entry and return to the Main Menu or **Exit** to abandon the dialog box and return to the Main menu.

**Workstation Date dialog box**




1. Enter the date, or use the up/down buttons to increase or decrease the date.

2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

## Tools Menu

| Command | Icon | Key | Result |
|---|---|---|---|
| Calculator | | | Displays the Windows calculator. |

## Favorites Menu

| Command | Icon | Key | Result |
|---|---|---|---|
| Change to Favorites | | F2 | Displays the Favorites menu/Main menu. See *Favorites Menu* on page 1-27. |

## Other Menu

The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about the utilities on the Other menu.

## Help Menu

| Command | Icon | Key | Result |
|---|---|---|---|
| Help | | F1 | Displays the online help. |
| About OSAS | | | Displays the About OSAS dialog box. |

### Toolbar Icons

There are three icons on the toolbar that were not described above.

| Icon | Key | Result |
|---|---|---|
| | | Displays the Application Information dialog box. |
| | | Opens an MS-DOS prompt. |
| | | Displays a screen for calling any BBx program that does not require variables to be passed to it. See the *Resource Manager User's Manual*. |

## Other Graphical Screen Features

The graphical screens offer more than shortcuts to application functions. In version 6.0, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

### Date and Time

The workstation date and time are displayed.

## Data Set

Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

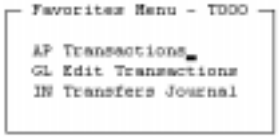
## Change Company Field

Select the company to change to.

# Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

### Favorites Menu: Text Style




There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press F10.

You can press F2 to verify your selection was added to your Favorites menu.

To remove an application:

1. Press F2 to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press F10.

### Favorites Menu: Start-Style

To set up the graphical-style display (you can find an example of the graphical-style Favorites menu on page 1-12), follow these steps:

1. Position the cursor over the submenu or function you want placed into your Favorites menu.

2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.

3. Click on Add to Favorites.

## Screen Use

| Screen | Description |
|---|---|
| Add to/Remove Favorites | Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu. |
| Change to Favorites/Main | Toggles your display menu between your Favorites menu and your Main menu. |
| Sample data/Live data | Switches between your sample data and your live data. |
| Setup | Clicking on this button or pressing F9 sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application's user's manual. |
| Function Information | Displays information about the selected function. |

# Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

| Key | Operation |
|---|---|
| Esc<br>(Command help) | View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.) |
| F1<br>(Help) | Get information about the field you are working on. |
| F2<br>(Inquiry) | Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen. |
| F3<br>(Delete) | Delete the information on the screen. Since this command can delete an entire record, use it with caution. |
| F4<br>(Other) | Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu. |
| F5<br>(Abandon) | Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased. |

| Key | Operation |
|---|---|
| F6<br>(Maintenance) | Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen. |
| F7<br>(Exit) | Exit from a screen or a window and disregard everything you entered. |
| F8<br>(List) | Send the contents of the screen to a printer or a text file. |
| Shift + F2 (Information) | Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in. |
| PgUp<br>(Start over) | Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made. |
| PgDn<br>(Proceed) | Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen). |
| Tab<br>(Jump) | Move the cursor to the next block of data on the screen or to the next field that requires an entry. |
| Enter or Down Arrow<br>(Enter) | Move the cursor to the next field and accept the data entered. |
| Up Arrow | Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up. |
| Ctrl + V<br>(Verification on/off) | If verification is turned on, you must press a key twice to verify that you want to perform that operation. |
| Ctrl + G<br>(Bell on/off) | If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again. |

| Key | Operation |
|---|---|
| Ctrl + F (Quick on/off) | If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on. |
| Ctrl + O (Show/hide function keys) | If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed. |

## Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

| Key | Operation |
|---|---|
| F3 (Delete) | Delete the help screen contents.<br>To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens. |
| F6 (Maintenance) | Edit a help screen. |
| F7 (Exit) | Exit from the help screen and close the window. |

## In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

| Key | Operation |
|---|---|
| Right Arrow | Move the cursor to the right. |

| Key | Operation |
|---|---|
| Left Arrow | Move the cursor to the left. |
| Del<br>(Delete) | Delete the character the cursor is on. |
| Ins<br>(Insert on/off) | Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones. |
| Home | Move the cursor directly to the beginning of the field. |
| End | Move the cursor directly to the end of the field. |
| F9<br>(Undo) | Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field. |
| F10<br>(Delete to end of line) | Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted. |

## Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

**Note**

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.

| Key | Operation |
|---|---|
| PgUp | Display the previous page of the window. |
| PgDn | Display the next page of the window. |
| End | Move directly to the last item on file. |
| Home | Move directly to the first item on file. |
| Down Arrow | Move down one item. |
| Up Arrow | Move up one item. |
| Ins<br>(Look up) | Enter a string of information.<br>If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field. |
| F7<br>(Exit) | Leave the Inquiry window without selecting anything. |
| Enter | Select the item the cursor is pointing to. |
| Esc<br>(View commands) | Open a window that shows Inquiry window commands and the window ID. |

## Inventory Search Commands

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

| Key | Operation |
|---|---|
| Shift + F3 (Alias Lookup) | Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search. |
| Shift + F4 (Customer/Vendor Lookup) | Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search. |
| Shift + F5 (Detail Lookup) | Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**. |
| Shift + F6 (Lot–Item Lookup) | Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search. |
| Shift + F7 (Serial Number–Item Lookup) | Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search. |
| Shift + F8 (Item Description Lookup) | Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search. |

## Report Commands

You can use the following commands when a report is displayed on the screen:

| Key | Operation |
|---|---|
| PgUp | Move to the previous page of the report. |
| PgDn | Move to the next page of the report. |
| Home | Move directly to the top of a group of pages. |
| End | Move directly to the bottom of a group of pages. |
| F7 (Exit) | Exit to the menu from any point in the report. |
| Left Arrow | Move left one character. |
| Right Arrow | Move right one character. |
| Tab (Toggle) | Toggle between the left and right halves of a report. |
| Up Arrow/Down Arrow | Move a line up and down the screen to line up information when you toggle between halves of a report. |

## Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

| Key | Operation |
|---|---|
| Down Arrow | Move down one line item. |
| Up Arrow | Move up one line item. |
| PgUp | Move to the previous screen or to the first line if you are on the first screen. |

| Key | Operation |
|---|---|
| PgDn | Move to the next screen or to the last line if you are on the last screen. |
| Home | Move to the first line item in the entire list. |
| End | Move to the last line item in the entire list. |
| F3 (Delete) | Delete the line item at the prompt (>). |
| Ins (Insert) | Insert a line item at the prompt (>). |
| Enter (Edit) | Edit the line item at the prompt (>). |

# Reports

## Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

## Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

## Output Device

Report functions screens offer four output options: printer, file, screen, and end.

- When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen.

- To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *User's Reference Guide (PRO/5)*.

  If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

- If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

# Installation and Conversion 2


| | |
|---|---|
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# Installation

You can put this version of Bank Reconciliation on the system in one of two ways: you can install a new system, or you can convert the old files and upgrade the system. Installation is explained in this section.

The Bank Reconciliation system needs a minimum of one megabyte (1M) to work correctly with programs, sample data, Report Writer data dictionaries, and Report Writer reports and instructions. Having another megabyte available is a good idea if you want to keep summary and detail history for transactions. The system runs best when at least 640 kilobytes of main memory is free for use. You might want to make adjustments to your system before you install Bank Reconciliation.

## Installing Bank Reconciliation

1. If you plan to use General Ledger or Payroll with Bank Reconciliation, install and set up the current version of those applications in that order.

2. Install Bank Reconciliation.

3. If you plan to install Accounts Payable/Purchase Order and/or Accounts Receivable/Sales Order, install them immediately after installing Bank Reconciliation.

# Conversion

You can put this version of Bank Reconciliation on the system in one of two ways: you can install a new system, or you can convert an older version of Bank Reconciliation to the current version, keeping your old files intact.

Use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*) to upgrade Bank Reconciliation. You can upgrade it from version 3.2, 4.0x, 4.1x, 4.5x, or 5.x. If you want to convert to version 6.00 from a version earlier than 3.2, contact a client support representative.

You must install the new version of Bank Reconciliation before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

## Consider Your Setup

Before you try to convert your version of Bank Reconciliation to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

## Converting to Version 6.00

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.

OSAS T000
Settings Edit Font Help
Data File Conversion
Select directory on which to create files.
1. D:/OSAS60/sample/
1
Enter directory that contains the files to be converted.
Do you want source files erased after conversion?
Do you want conversion to pause if a problem is found?
Appl Description Version
Appl Description Version
Company H
Verify

1. Enter the number of the target directory. (The system assigns a number to each OSAS data path with assigned values.)

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, enter **Y**; if not, enter **N**.

4. If you want the conversion process to pause if a problem occurs, enter **Y**; if not, enter **N**. The system considers evidence of data not converting correctly or file corruption a problem.

5. Enter **BR** in the Appl column; *Bank Reconciliation* appears.

6. Enter your present version number of Bank Reconciliation, and press **Enter**. (When you enter OSAS, the copyrights screen shows the version of Bank Reconciliation you have.)

7. If data files already exist for BR in the intended destination path, the following prompt appears: **BR Data files exist. Do you want this task to erase them**. If you want to erase the existing files and convert the files from the version in the source path, enter **Y**; if not, enter **N**. If you enter N, you must change your entries so that no conflict exists.

8. To convert, use the **Proceed** (**PgDn**) command.

9. The following prompt appears: **Do you wish a printout of error log after each application**. If you want the error log to be produced after files are converted for each application, enter **Y**; if you want the log to be produced after files for all applications are converted, enter **N**. If you are converting only Bank Reconciliation files, your answer to this prompt makes no difference.

10. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, enter **Y**. To let the conversion run its course and investigate later, enter **N**.

11. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu with Bank Reconciliation 6.00 added appears.

# Setup 3


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# Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

## Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

  Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

  If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, FNB001 and SNB002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize bank accounts by name, put the first characters of the name of the bank in the bank account ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of FNB001 and FND005 leaves room for three bank accounts in between.

# Setup Checklist and Functions

Follow the steps below to set up the Bank Reconciliation system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the BRBAxxx (Bank Accounts) file.
3. Enter initial balances.
4. Set up access codes.
5. Set up a backup schedule.

**Note**

Bank Reconciliation has no tables to set up. The OPTxxx (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager functions, not through the table itself.

## Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Bank Reconciliation can be interfaced with General Ledger, Accounts Payable/ Purchase Order, Accounts Receivable/Sales Order, and Payroll.

### General Ledger

When Bank Reconciliation is interfaced with General Ledger, you can use the **Inquiry (F2)** command to look up and select general ledger account numbers when you enter bank accounts. In addition, posting bank reconciliation transactions makes offsetting entries that update the GLJRxxx (General Ledger Journal) file. Finally, the general ledger accounts assigned to the bank account records use the balances in the GLMAxxx (General Ledger Master) file.

## Accounts Payable/Purchase Order

When Bank Reconciliation is interfaced with Accounts Payable/Purchase Order, you can specify the ID of the bank account the checks will be paid from when you post payments. Summary entries of the checks are created in the BRTRxxx (Transactions) file for that bank account.

## Accounts Receivable/Sales Order

When Bank Reconciliation is interfaced with Accounts Receivable/Sales Order, posting accounts receivable transactions updates the BRTRxxx file with deposits for cash sales and cash receipts in the bank accounts specified.

## Payroll

When Bank Reconciliation is interfaced with Payroll, you can specify the ID of the bank account the checks will be paid from when you post checks. Summary entries of the checks are created in the BRTRxxx file for that bank account.

## Options and interfaces screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **BR** as the application ID. The Bank Reconciliation Options screen appears.

**Enter = toggle**, **Write**

To toggle an option (for example, between YES and NO), press **Enter**.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

For Bank Reconciliation, there is only one option: whether or not you want to interface Bank Reconciliation with General Ledger. This interface option depends on whether or not General Ledger is installed. Do not try to interface Bank Reconciliation with General Ledger if General Ledger is not installed.

Set up the interface between Bank Reconciliation and Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll in those applications, not in Bank Reconciliation. See the "Setup" section in each application's user's manual for more information.

## Bank Accounts

The BRBAxxx (Bank Accounts) file stores information about your company's checking and savings accounts that you will reconcile. If you are installing Bank Reconciliation for the first time, collect the up-to-date information about your bank accounts and enter the information into the BRBAxxx file before you begin operations. Use the Bank Accounts function (page 3-10) to set up and update bank account information.

Each bank account record should have a unique ID. In each record you record such things as the bank account number and description, the contact at the bank, the account's general ledger account number, and the last statement date and balance. If Bank Reconciliation is not interfaced with General Ledger, you can also enter the balance of the general ledger bank account.

## Initial Balances

After you have set up your bank accounts, set up the initial balances of your bank accounts. Follow these steps:

1. In the bank account records enter the last statement balance and date of each bank account. If Bank Reconciliation is not interfaced with General Ledger, enter the balance of the general ledger account assigned to each bank account record.

2. Turn off the interface between Bank Reconciliation and General Ledger (see **Options and Interfaces** above).

3. Enter, verify, and post the outstanding transactions since your last bank statement (see ch. 4).

After you post the outstanding transactions, turn on the interface between Bank Reconciliation and General Ledger.

**Note**

If Bank Reconciliation is interfaced with General Ledger, Accounts Receivable/ Sales Order, Accounts Payable/Purchase Order, and Payroll, see the "Setup" sections in those user's manuals before you begin processing in the Bank Reconciliation system. If those systems are not properly set up, errors can result in your data.

## Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Bank Reconciliation system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

### A code for each company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are currently in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

### What should be protected

Because of the sensitive nature of some of the information in the Bank Reconciliation data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Bank Reconciliation application itself, each of the Bank Reconciliation menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual.*

## Backup Scheduleb

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

### Backing up data files

Back up your Bank Reconciliation data files whenever they change—every day or every week—and before you run the Post Transactions and Purge Cleared Transactions functions.

### Backing up programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

### Diskettes

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup diskettes, keeping one set off-site.

## Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

**Note**

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

# Transactions 4


| | |
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## Introduction

The functions explained in this chapter constitute the “daily work” portion of Bank Reconciliation. With the Bank Reconciliation system, you might or might not perform transaction work daily. You might choose to enter transactions daily or weekly and perform your reconciliation monthly, after you receive your bank statement.

# Transactions

Use the Transactions function to enter deposits, disbursements (checks and withdrawals), adjustments (for example, finance charges and service charges to your bank accounts), and transfers that have not been created through other applications. Transactions entered through this function remain in the BRJRxxx (Journal) file until you post them to the BRTRxxx (Transactions). Once a transaction has been posted, you can tag it as cleared through the Cleared Transactions function, page 5-3.

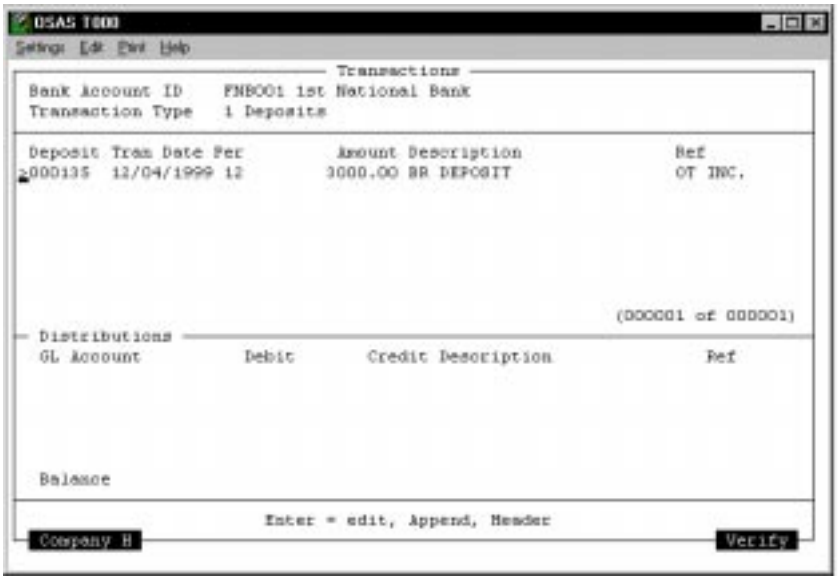
You must enter transactions in two stages. First enter the transaction. Then enter the offsetting entries, which include the general ledger account numbers.

If Bank Reconciliation is interfaced with Accounts Receivable/Sales Order, enter deposits through those applications. See the *Accounts Receivable User's Manual* and the *Sales Order User's Manual* for information.

If Bank Reconciliation is interfaced with Accounts Payable/Purchase Order and Payroll, enter disbursements through those applications. See the information on posting payments in the *Accounts Payable User's Manual* and the section on posting checks in the *Payroll Order User's Manual* for information.

## Transactions Screen

Select **Transactions** from the Transactions menu. The function screen appears.




| Field | Description |
|---|---|
| Bank Account ID (A6) | Enter the bank account you want to enter or edit transactions for. |
| Transaction Type | Enter the number corresponding to the kind of transaction you want to enter or edit. The transaction types are displayed at the bottom of the screen. |

After you enter the transaction type, you are taken to the transactions scroll region. If no transactions are on file, you go directly into append mode.

### Transactions scroll region

**Enter = edit, Append, Header**

To edit the transaction the prompt (>) is at, press **Enter**.

To add a transaction for the bank account, press **A**.

To return to the Bank Account ID field, press **H**.

To delete the transaction the prompt (>) is at, use the **Delete (F3)** command. (You cannot delete transactions posted from an interfaced application.) When you delete offsetting entries for deposits, disbursements, voided checks, or adjustments, the associated entries are also deleted. Print the BR Journal page 4-17 before and after you delete a transaction so that you maintain an accurate audit trail.

The fields displayed in the upper scroll region of the Transactions screen vary slightly, depending on the type of transaction you selected to work with. Fields that are transaction-specific are designated as such; if a field does not have a transaction-specific designation, it is available regardless of transaction type.

| Field | Description |
|---|---|
| Deposit (A6) | This field appears only when you are working with deposits. Enter the slip number of the deposit. |
| Check (A7) | This field appears only when you are working with disbursements and adjustments.<br><br>For a check disbursement, enter the check number. For a cash withdrawal, enter **W**; the description *W/D* appears.<br><br>For a one-time adjustment, press **Enter** to skip this field.<br><br>For a recurring adjustment, enter an asterisk (*) and then the adjustment ID (for more information, see page 3-3). For example, if you have set up a recurring adjustment with an ID of SVCCHG, enter *SVCCHG. The recurring adjustment information appears in the upper scroll region, and the following prompt appears at the bottom of the screen: Copy this recurring adjustment. If you want to copy the recurring adjustment, enter Y; if not, enter N. |

| Field | Description |
|---|---|
| To Bank | This field appears only when you are working with transfers.<br><br>Enter the ID of the bank account you are transferring money to (it cannot be the ID of the bank you entered in the Bank Account ID field above). The description of the bank account appears at the bottom of the screen for verification. |
| Tran Date | If you are adding a transaction, the date you are entering the transaction is displayed. If you are editing a transaction, the date you entered the transaction is displayed.<br><br>Accept the displayed date, or change it. |
| Per | If you are adding a transaction, the general ledger period you are entering the transaction appears. If you are editing a transaction, the period you entered the transaction is displayed.<br><br>Accept the displayed period, or change it. |
| Amount | Enter the amount of the transaction. |
| Description (A25) | If you are adding a transaction, the default description (from the BRCDxxx file) is displayed.<br><br>Accept the default description, or enter a different description. |
| Ref (A8) | Enter a reference for the adjustment. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.<br><br>If you are entering a recurring adjustment, the reference you entered for the recurring adjustment page 6-9 is displayed. |
| Void? | This field appears only when you are working with disbursements. |

| Field | Description |
| --- | --- |
| | If you do not want to void the check (that is, if you are entering a new check or editing a check), leave the default set to NO. If you want to void a check, enter **Y**. You can void checks generated from Accounts Payable or Payroll (if Bank Reconciliation is interfaced with those applications), void zero-balance checks to account for checks lost to alignment, and so on. |

If you are adding a deposit, a disbursement, or an adjustment, you are taken to the distributions portion of the screen after you enter the reference.

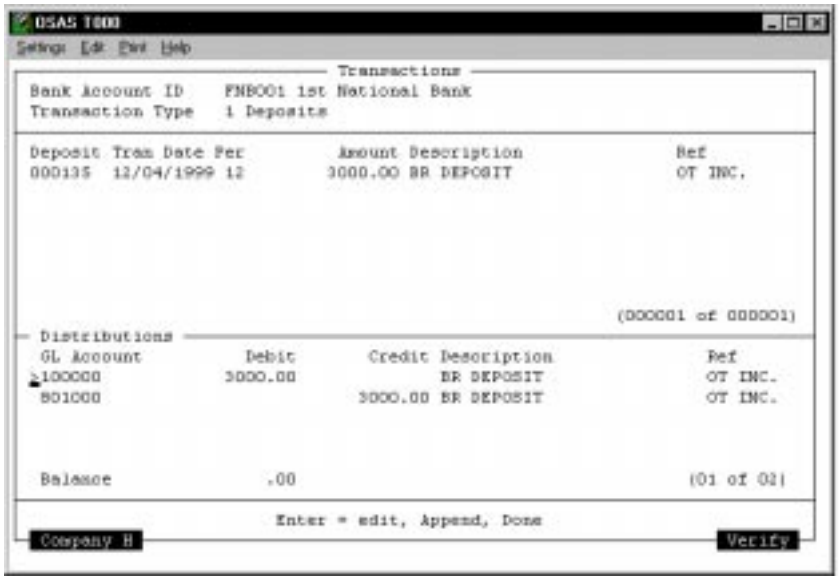
If you are editing a deposit, a disbursement, or an adjustment, enter **Y** at the **Edit Distributions** prompt that appears after you enter the reference to move to the distributions portion of the screen, or enter **N** to return to the transactions scroll region if you are finished editing the transaction and do not need to edit the distributions.

If you are adding or editing a transfer, you are returned to the scroll region.

When you are finished entering transactions, exit to the Transactions menu.

## Distributions

Deposits, disbursements, and adjustments must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the transaction. (For example, if you enter a deposit of 100 dollars, 40 of it may be charged against one account and 60 against another.) You cannot exit from the distributions portion of the screen until you have accounted for the amount of the transaction in terms of both debits and credits (that is, the balance reaches zero).


OSAS T000
Settings Edit Print Help
Transactions
Bank Account ID FNBO01 1st National Bank
Transaction Type 1 Deposits
Deposit Tran Date Per Amount Description Ref
000135 12/04/1999 12 3000.00 BR DEPOSIT OT INC.
(000001 of 000001)
Distributions
GL Account Debit Credit Description Ref
100000 3000.00 BR DEPOSIT OT INC.
801000 3000.00 BR DEPOSIT OT INC.
Balance .00 (01 of 02)
Enter = edit, Append, Done
Company B
Verify

**Enter = edit, Append, Done**

To edit the distribution the prompt (>) is at, press **Enter**. (You cannot edit the first line of a transaction; the first line is the transaction itself. If you want to edit the transaction, you must edit it in the transaction scroll region.)

To add a distribution for the transaction, press **A**.

To return to the transactions scroll region, press **D**. (This command appears only when offsetting entries equal the transaction.)

| Field | Description |
|---|---|
| GL Account | Enter the general ledger account number for the credit or debit. (The **Inquiry** command is available if Bank Reconciliation is interfaced with General Ledger.) You cannot enter the number of a general ledger account that has been assigned to a bank account record. |
| Debit | If the transaction you are offsetting was a credit, the amount of the transaction remaining to be counterbalanced is displayed.<br><br>Enter the amount of the offsetting debits related to the transaction. |
| Credit | If the transaction you are offsetting was a debit, the amount of the transaction remaining to be counterbalanced is displayed.<br><br>Enter the amount of the offsetting credits related to the transaction. |
| Description (A25) | Accept the default description, or enter a different description. |
| Ref | Enter a reference for the offsetting entry. References are posted to General Ledger and provide another way of searching for information in the General Ledger application. |
| Balance | If you have not entered enough credits or debits to offset the amount of the transaction, the amount remaining to compensate for is displayed. |

After you enter the reference, edit or append an offsetting entry, or press **D** to return to the transactions scroll region.

## Incorrect Entries

If you save an incorrect entry, you can do one of the following things:

- If you have not posted the transaction to the BRTRxxx file, enter a negative transaction for the incorrect amount.
- If the incorrect entry is a check (disbursement) and you have not posted it to the BRTRxxx file, void the check (page 3-11).
- If you have posted the transaction to the BRTRxxx file, enter a negative transaction for the entire amount, enter the correct transaction, post the entries page 4-23, and tag the incorrect and the negative deposits as cleared (page 5-3). The next time you purge cleared transactions, the incorrect and the negative deposits will be deleted from the BRTRxxx file.

# Void Checks and Stop Payments

Use the Void Checks and Stop Payments function to void a check before it is sent or to stop the payment of a check before it is cashed.

You can void any check after it has been posted to the BRTRxxx (Transactions) file. The check might have been entered through Bank Reconciliation or through Payroll or Accounts Payable/Purchase Order (if these applications are interfaced with Bank Reconciliation). You can also void Bank Reconciliation checks in those interfaced applications.

You can stop the payment of any check, even if it was posted from an interfaced application (Accounts Payable/Purchase Order or Payroll). In addition, you must do one of these things:

- If the check was posted from an interfaced application, enter a transaction to reverse the check. Then enter the correct check (if necessary) and post the transactions. See the appropriate user's manual for more information.

- If the check was entered through the Transactions function, reverse the check. Then enter the correct check (if appropriate), and post the transactions.

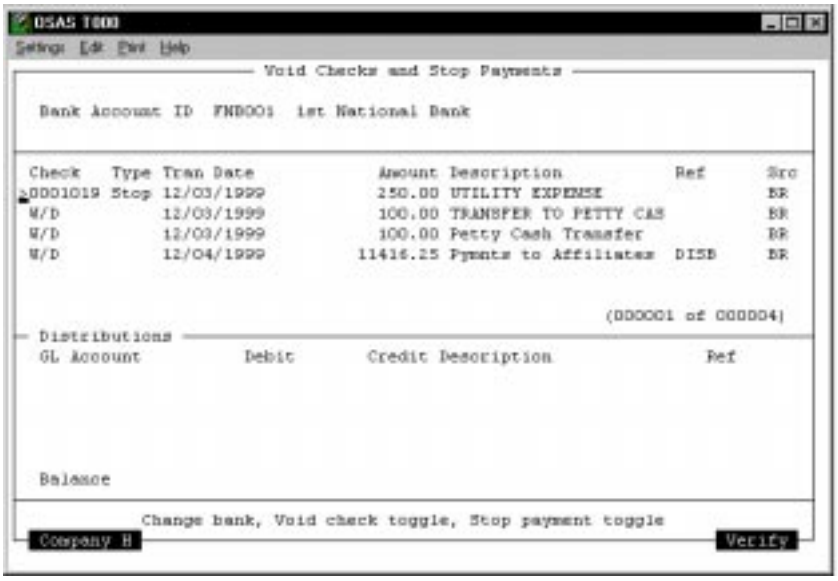
When you post a voided check, the following things happen to the original disbursement:

- The status is changed to *void.*
- The amount is set to zero.
- The check is tagged as cleared.

When you post a stop payment, the status of the original disbursement is unchanged, but it is flagged as a *stop payment,* which you must manually tag as cleared.

## Void Checks and Stop Payments Screen

Select **Void Checks and Stop Payments** from the Transactions menu. The function screen appears.


OSAS 7000
Settings Edit Print Help
Void Checks and Stop Payments
Bank Account ID FNB001 1st National Bank
Check Type Tran Date Amount Description Ref Src
000001019 Stop 12/03/1999 250.00 UTILITY EXPENSE BR
W/D 12/03/1999 100.00 TRANSFER TO PETTY CAS BR
W/D 12/03/1999 100.00 Petty Cash Transfer BR
W/D 12/04/1999 11416.25 Pymnts to Affiliates DISB BR
(000001 of 000004)
Distributions
GL Account Debit Credit Description Ref
Balance
Change bank, Void check toggle, Stop payment toggle
Company H
Verify

| Field | Description |
|---|---|
| Bank Account ID (A6) | Enter the bank account you want to void checks or stop payments for. |

After you enter the bank account ID, you are taken to the transactions scroll region of the screen.

## Transactions scroll region

The posted disbursements for the bank account you selected are displayed.

| Field | Description |
|---|---|
| Check | For a check disbursement, the check number is displayed. For a cash withdrawal, *W/D* is displayed. |
| Type | If *Void* is displayed, the transaction has been voided. If *Stop* is displayed, payment of the check has been stopped. |
| Tran Date | The date you entered the transaction is displayed. |
| Amount | The amount of the transaction is displayed. |
| Description | The transaction description is displayed. |
| Ref | The transaction reference is displayed. |
| Src | The abbreviation of the application where the transaction was created is displayed. For example, if the check was posted to Bank Reconciliation from Payroll, *PA* is displayed. |

**Change bank, Void check toggle, Stop payment toggle**

To leave the transactions scroll region and return to the Bank Account ID field, press **C**.

To toggle the *void* status for the check the prompt (>) is at, press **V**.

If you are voiding a check that you entered in Bank Reconciliation, you are taken to the distributions portion of the screen.

If you are voidng a check that was posted from Accounts Payable or Accounts Receivable, several prompts appear. See the user's manual for the application the check was posted from for more information.

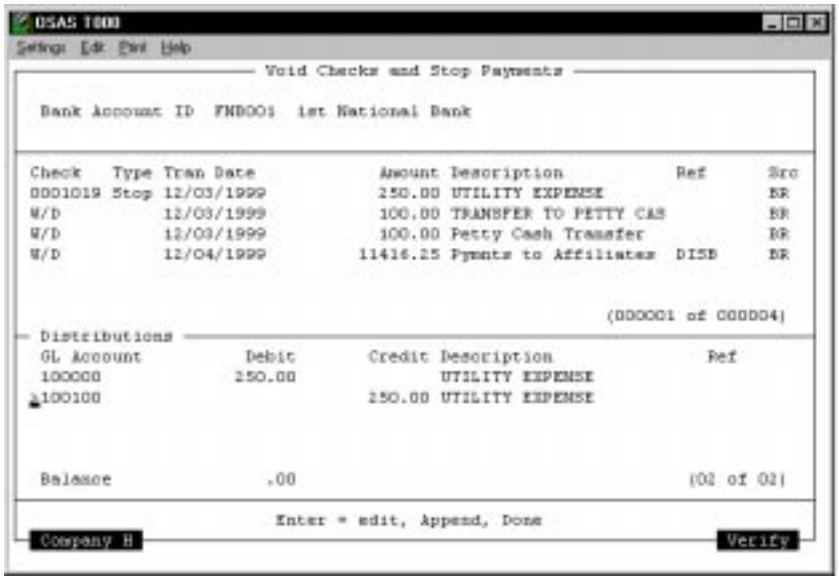
If you are restoring a voided check, the following prompt appears: **Press F3 to delete this voided transaction**. Use the **Delete (F3)** command to restore the check to *active* status.

To toggle the *stop payment* status for the check the prompt (>) is at, press **S**. If you are restoring a check that you have stopped payment on, the following prompt appears: **Press F3 to delete this stopped transaction**. Use the **Delete (F3)** command to restore the check to *active* status.

## Distributions

When you entered the original disbursement of the check, you made offsetting entries. If you are voiding a check, you must also void the offsetting entries; otherwise, the ledger will not balance.

Both the debit and the credit side of the transaction must be accounted for. The system creates a debit for the amount of the void; you must enter the credit(s) to offset the debit. You cannot exit from the distributions portion of the screen until you have accounted for the amount of the transaction in terms of both debits and credits (that is, the balance reaches zero).


DSAS 1000
Settings Edit Print Help
Void Checks and Stop Payments
Bank Account ID FNB001 1st National Bank
Check Type Tran Date Amount Description Ref Src
0001019 Stop 12/03/1999 250.00 UTILITY EXPENSE BR
W/D 12/03/1999 100.00 TRANSFER TO PETTY CAS BR
W/D 12/03/1999 100.00 Petty Cash Transfer BR
W/D 12/04/1999 11416.25 Pymnts to Affiliates DISB BR
(00001 of 00004)
Distributions
GL Account Debit Credit Description Ref
100000 250.00 UTILITY EXPENSE
100100 250.00 UTILITY EXPENSE
Balance .00 (02 of 02)
Enter = edit, Append, Done
Company H
Verify

**Enter = edit, Append, Done**

To edit the distribution the prompt (>) is at, press **Enter**. (You cannot edit the first line of a transaction; the first line is the transaction itself. If you want to edit the transaction, you must edit it in the transactions scroll region of the screen.)

To add a distribution for the transaction, press **A**.

To return to the transactions scroll region of the screen, press **D**. (This command appears only when offsetting entries equal the transaction.)

| Field | Description |
|---|---|
| GL Account | Enter the general ledger account number for the credit or debit. (The **Inquiry** command is available if Bank Reconciliation is interfaced with General Ledger.) You cannot enter the number of a general ledger account that has been assigned to a bank account record. |
| Debit | Enter the amount of the offsetting debits related to the transaction. |
| Credit | Enter the amount of the offsetting credits related to the transaction. |
| Description (A25) | Accept the default description (from the BRCDxxx file), or enter a different description. |
| Ref | Enter a reference for the offsetting entry. References are posted to General Ledger and provide another way of searching for information in the General Ledger application. |
| Balance | If you have not entered enough credits or debits to offset the amount of the transaction, the amount remaining to compensate for is displayed. |

After you enter the reference, edit or append an offsetting entry, or press **D** to return to the transactions scroll region of the screen.

## Incorrect Entries

If you save an incorrect entry, you can do one of the following things:

- If you have not posted the disbursement to the BRTRxxx file, enter a reversing entry with the reference *void*, or delete the entry and reenter it correctly.
- If you have posted the disbursement to the BRTRxxx file, reenter the transaction page 4-3.

# BR Journal

After you have entered the day's transactions, print the BR Journal to check for errors and omissions and to use as an audit trail of Bank Reconciliation transactions. Only unposted transactions appear in the journal.

Print the BR Journal before and after you delete a transaction, void a check, or stop payment on a check so that you maintain an accurate audit trail.

## BR Journal Screen

Select **BR Journal** from the Transactions menu. The function screen appears.

**Enter the range of bank account IDs you want in the journal.**

1. Enter the range of check numbers you want in the journal.

2. Enter the range of deposit numbers you want in the journal.

3. Select what you want to be printed in the journal.
4. Select the option by which to organize the journal.
5. Select the output device.

A sample BR Journal is at the end of this section.

After the journal is produced, the Transactions menu appears.

# BR Journal

07/15/1999 Builders Supply Page 1
10:28 AM BR Journal
By Transaction Number

| Trans. | Seq. | Bank ID | Type | Ck/Dep. | Description | Ref. | GL Account | Per Entry Date | Debit Amount | Credit Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 000005 | 01 | FNB001 | DEP | 000135 | BR DEPOSIT | OT INC. | 100000 | 12 12/04/1999 | 3000 | |
| 000005 | 02 | FNB001 | DEP | 000135 | BR DEPOSIT | OT INC. | 801000 | 12 12/04/1999 | | 3000 |
| 000006 | 01 | FNB001 | DISB | W/D | BR DISBURSEMENT | EXPENSE | 100000 | 12 12/04/1999 | | 300 |
| 000006 | 02 | FNB001 | DISB | W/D | BR DISBURSEMENT | EXPENSE | 105000 | 12 12/04/1999 | 300 | |
| 000007 | 01 | FNB001 | DISB | W/D | BR DISBURSEMENT | COMPUTER | 100000 | 12 12/04/1999 | | 2500 |
| 000007 | 02 | FNB001 | DISB | W/D | BR DISBURSEMENT | COMPUTER | 153000 | 12 12/04/1999 | 2500 | |
| 000010 | 01 | FNB001 | DISB | 0001054 | TAXES | PREPAID | 100000 | 12 12/04/1999 | | 246 |
| 000010 | 02 | FNB001 | DISB | 0001054 | TAXES | PREPAID | 852000 | 12 12/04/1999 | 246 | |
| 000011 | 02 | FNB001 | TSFR | BK TSFR | Transfer from Bank SNB001 | LOAN | 100000 | 12 12/04/1999 | 300 | |
| 000012 | 01 | FNB001 | ADJ | CK CHG | BR ADJUSTMENT | CHECH CH | 100000 | 12 12/04/1999 | 26 | |
| 000012 | 02 | FNB001 | ADJ | CK CHG | BR ADJUSTMENT | CHECH CH | 806000 | 12 12/04/1999 | | 26 |
| 000015 | 01 | FNB001 | VOID | W/D | Pymnts to Affiliates | DISB | 100000 | 07 07/15/1990 | 11416 | |
| 000015 | 02 | FNB001 | VOID | W/D | Pymnts to Affiliates | DISB | 520000 | 07 07/15/1990 | | 11416 |
| 000015 | 03 | FNB001 | VOID | W/D | Pymnts to Affiliates | DISB | | 07 07/15/1990 | | |
| 000016 | 01 | FNB001 | VOID | W/D | TRANSFER TO PETTY CASH | | 100000 | 07 07/15/1990 | 100 | |
| 000016 | 02 | FNB001 | VOID | W/D | TRANSFER TO PETTY CASH | | 600000 | 07 07/15/1990 | | 100 |
| | | | | | | GRAND TOTAL: | | | 17888 | 17588 |

End of Report

# Bank Account Register

The Bank Account Register is similar to a check register. It lists all the transactions in the BRJRxxx (Journal) file and the BRTRxxx (Transactions) file. The register is organized by bank account ID and then by transaction date.

## Bank Account Register Screen

Select **Bank Account Register** from the Transactions menu. The function screen appears.

OSAS T000
Settings Edit Print Help
Bank Account Register
Pick Bank Account ID From FNBC01
Thru ZNBC01
Include Unposted GL Journal Entries in Balance? YES
Output device - (P)rinter p(R)eview (F)ile (S)creen (E)nd

1. Enter the range of bank account IDs you want in the register. If you elect to list a range of bank accounts, bank accounts without activity are included in the register.

2. Select the output device.

A sample Bank Account Register is at the end of this section.

After the register is produced, the Transactions menu appears.

# Bank Account Register

```
07/15/1999                                  Builders Supply                                  Page   1
10:29 AM                                Bank Account Register

Bank ID  Ck./Dep.  Date       Type Description              Ref.      Src. Clr. Post     Addition     Deduction     Balance
-------- --------- ---------- ---- ------------------------ --------- ---- ---- ---- ------------ ------------ ------------

FNB001  1st National Bank                                                                Balance Forward                5139

                   07/15/1990 VOID Pymnts to Affiliates    DISB      BR   N                   11416                      16556
         W/D       07/15/1990 VOID TRANSFER TO PETTY CASH  DISB      BR   N                     100                      16656
         00001019  12/03/1999 STOP UTILITY EXPENSE         DISB      BR   Y                                  250      16406
         00001020  12/03/1999 VOID ADVERTISING             DISB      BR   Y                                  250      16406
         001002    12/03/1999 DEP  CASH SALES              OCT       BR   Y                   12388                      28794
         W/D       12/03/1999 DISB TRANSFER TO PETTY CASH  A/R       BR   Y                                  100      28694
         W/D       12/03/1999 DISB Petty Cash Transfer     A/R       BR   Y                                  100      28594
         00001054  12/04/1999 DISB TAXES                   PREPAID   BR   N                                  246      28348
         000135    12/04/1999 DEP  BR DEPOSIT              OT INC.   BR   N                   3000                       31348
         ADJ       12/04/1999 ADJ  Stop Payment Charge     ADJ       BR   Y                                    8      31340
         BK TSFR   12/04/1999 TSFR Transfer of Funds       TRSFR     BR   Y                                  500      30840
         BK TSFR   12/04/1999 TSFR Transfer from Bank SNB001 LOAN    BR   N                    300                      31140
         CK CHG    12/04/1999 ADJ  BR ADJUSTMENT           CHECH CH  BR   N                     26                      31166
         W/D       12/04/1999 DISB Pymnts to Affiliates    DISB      BR   Y                                11416      19750
         W/D       12/04/1999 DISB BR DISBURSEMENT         EXPENSE   BR   N                                  300      19450
         W/D       12/04/1999 DISB BR DISBURSEMENT         COMPUTER  BR   N                                 2500      16950
                                                                                                                    ------------
                                                                                                Ending Balance              16950
                                                                                                Current GL Balance          4841

End of Report
```

# Post Transactions

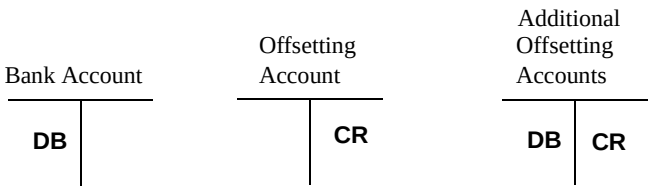
Use the Post Transactions function to move the entries in the BRJRxxx (Journal) file to the BRTRxxx (Transactions) file, and if Bank Reconciliation is interfaced with General Ledger, to create offsetting entries in the GLJRxxx (Journal) file for Bank Reconciliation transactions.

When you post transactions, these things happen in the Bank Reconciliation system:

- The transactions in the BRJRxxx file are moved to the BRTRxxx file.
- If Bank Reconciliation is not interfaced with General Ledger, the general ledger account balances are updated in the BRBAxxx (Bank Accounts) file.
- The BRJRxxx file is erased to make room for the next set of transactions.
- If Bank Reconciliation is interfaced with General Ledger, entries are created in the GLJRxxx file for the offsetting entries that you entered for deposit, disbursement, void check, and adjustment transactions.

## Deposits

When you post deposits, entries are made to these accounts:

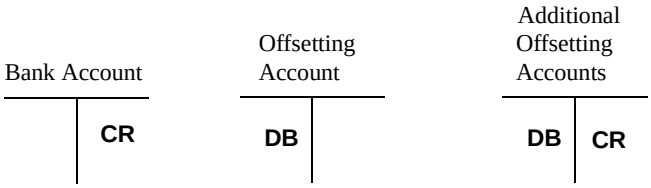



The bank account comes from the bank account record. Offsetting accounts are specified when deposits are entered. If the deposit was offset to only one account, that account is credited. If the deposit was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a deposit is reversed, the bank account is credited and the offsetting account is debited. If the deposit is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

## Disbursements

When you post disbursements, entries are made to these accounts:

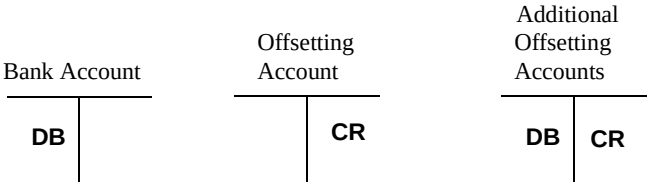



The bank account comes from the bank account record. Offsetting accounts are specified when disbursements are entered. If the disbursement was offset to only one account, that account is debited. If the disbursement was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a disbursement is reversed, the bank account is debited and the offsetting account is credited. If the disbursement is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

## Voided checks

When you post voided checks, entries are made to these accounts:



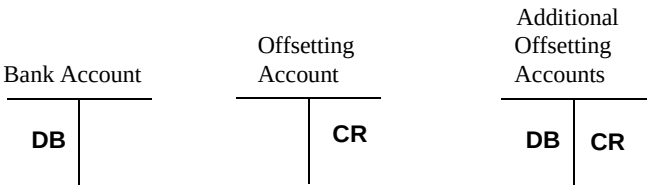
The bank account comes from the bank account record. Offsetting accounts are specified when voided checks are entered. If the voided check was offset to only one account, that account is credited. If the voided check was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

If a voided check is reversed, the bank account is credited and the offsetting account is debited. If the voided check is offset to more than one account, there might be a combination of debit and credit entries to the offsetting accounts.

## Adjustments

### Positive adjustments

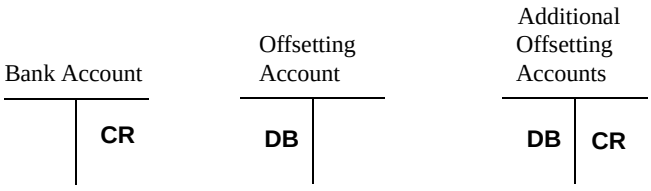
When you post positive (or debit) adjustments, entries are made to these accounts:




The bank account comes from the bank account record. Offsetting accounts are specified when adjustments are entered. If the positive adjustment was offset to only one account, that account is credited. If the adjustment was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

### Negative adjustments

When you post negative adjustments, entries are made to these accounts:



The bank account comes from the bank account record. Offsetting accounts are specified when adjustments are entered. If the negative adjustment was offset to only one account, that account is debited. If the adjustment was offset to several accounts, there might be a combination of debit and credit entries to offsetting accounts.

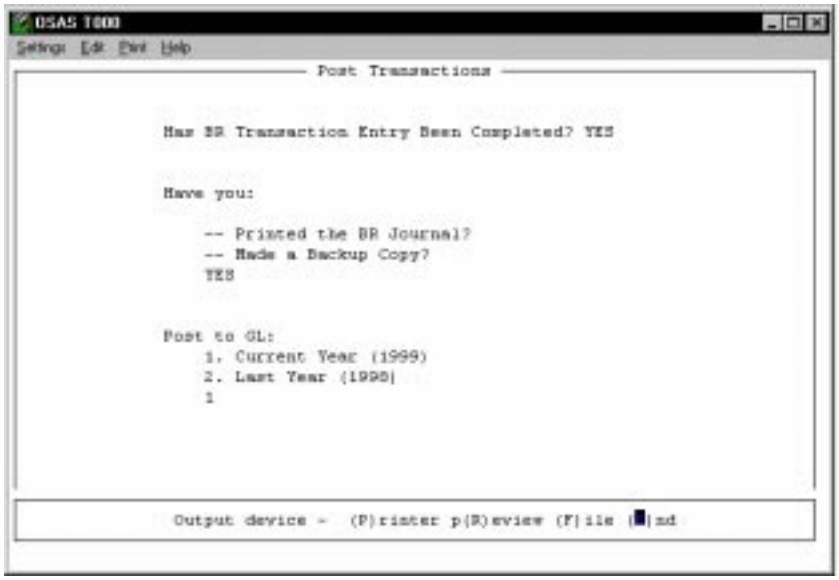
## Before Posting

Before you post transactions, complete these tasks:

- Enter and verify all Bank Reconciliation transactions.
- Print the BR Journal.
- Back up your data files.

## Post Transactions Screen

Select **Post Transactions** from the Transactions menu. The function screen appears.



1. If you have completed transaction entry, enter **Y**; if not, enter **N**.

2. If you have printed the BR Journal and backed up your data files, enter **Y**; if not, enter **N**

3. Select which year's GLJRxxx file you want to post the transactions to.

   If Bank Reconciliation is not interfaced with General Ledger or if previous years' files do not exist for the company, this field is skipped.

A sample Posting Log is at the end of this section.

After posting is completed and the log is produced, the Transactions menu appears.

## Posting Log

```
07/15/1999                    Builders Supply                Page    1
1:48 PM                     Post BR Transactions

                                                 Debits         Credits

Posted to GL:   Period  7                        300.00          300.00
                Period 12                     11527.87        11527.87

Total Posted to GL                            11827.87        11827.87

Total Number of GL Transactions Posted   24


         * * * * * * * * * * * * * * *


Posted to BR:   Deposits                       7500.00
                Disbursements                  3502.37
                Transfers                         .00
                Voids                          300.00
                Adjustments                    174.50-

Total Number of BR Transactions Posted   13

End of Report
```

# Reconciliations 5


| | |
|---|---|
| Cleared Transactions | 5-3 |
| Reconciliation Report | 5-11 |
| Purge Cleared Transactions | 5-17 |

# Cleared Transactions

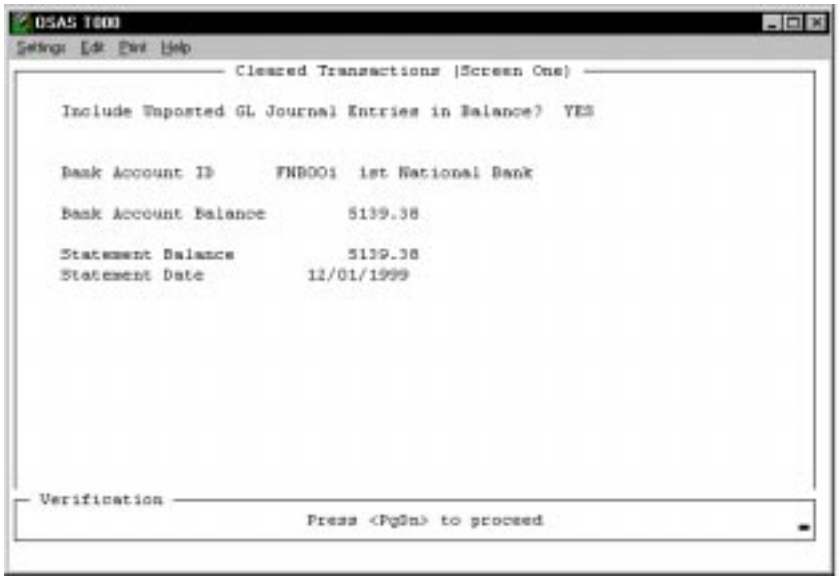
When you receive a bank statement for one of your bank accounts, use the Cleared Transactions function to indicate which transactions have cleared the bank. Cleared transactions update bank account records, are included in the Reconciliation Report page 5-11, and are purged when you run the Purge Cleared Transactions function page 5-17.

If Bank Reconciliation is interfaced with General Ledger, you may want to post the GLJRxxx (Journal) file to the GLMAxxx (Master) file before clearing transactions so that the general ledger account assigned to each bank account record reflects the most recent balance.

## Cleared Transactions (Screen One)

Use the first Cleared Transactions screen to identify the bank account you want to work with and the current bank statement balance and date.

Select **Cleared Transactions** from the Reconciliation menu. The first function screen appears.




| Field | Description |
|---|---|
| Include Unposted GL Journal Entries In Balance? | If Bank Reconciliation is not interfaced with General Ledger, this field does not appear. You can use the Bank Accounts function page 3-10 to make sure that the general ledger account balances are correct.<br><br>If Bank Reconciliation is interfaced with General Ledger, the Cleared Transactions function uses the most recent general ledger account balances assigned in the bank account records. If you want unposted GL Journal entries to be included in the balance, enter **Y**; if not, enter **N**. Entering **Y** provides you with up-to-date bank balances without having to post General Ledger transactions first. |
| Bank Account ID (A6) | Enter the ID of the bank account you want to work with. |
| Bank Account Balance | The balance from the bank account record is displayed. |

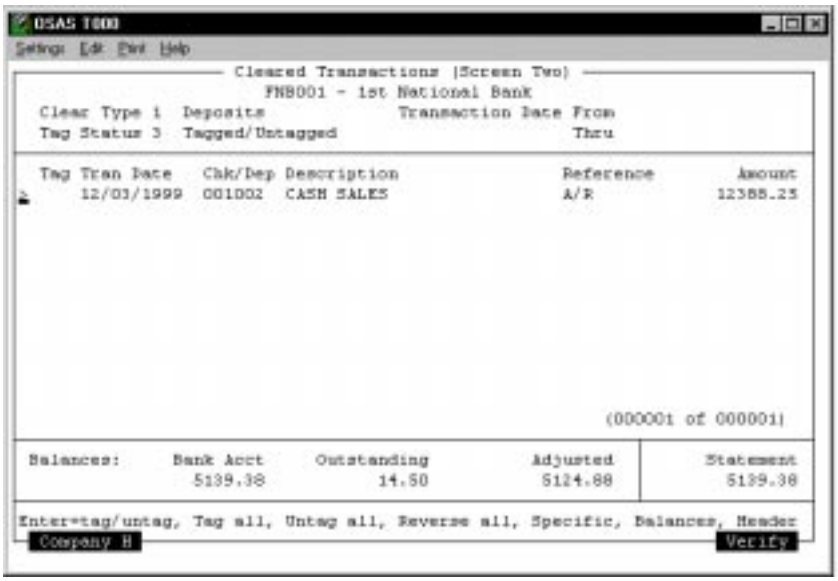
| Field | Description |
|---|---|
| Statement Balance<br>Statement Date | Accept the last statement balance and date, or enter the balance and date from the bank statement. |

When you save your entries on the first screen **(PgDn)**, the Last Statement Balance and Last Statement Date fields in the BRBAxxx file are updated, and the system computes the total of the outstanding transactions. The second Cleared Transactions screen appears.

## Cleared Transactions (Screen Two)

Use the second Cleared Transactions screen to select the type of transaction you want to work with, the range of that transaction type, and whether to tag or untag cleared items.

You can clear only one type of transaction at a time: deposits, disbursements, transfers, or adjustments.


OSAS T000
Settings Edit Print Help
Cleared Transactions (Screen Two)
FNB001 - 1st National Bank
Clear Type 1 Deposits
Tag Status 3 Tagged/Untagged
Transaction Date From
Thru
Tag Tran Date Chk/Dep Description Reference Amount
12/03/1999 001002 CASH SALES A/R 12388.25
(000001 of 000001)
Balances: Bank Acct Outstanding Adjusted Statement
5139.38 14.50 5124.88 5139.38
Enter=tag/untag, Tag all, Untag all, Reverse all, Specific, Balances, Header
Company B
Verify

## Selecting transaction types and ranges

| Field | Description |
|---|---|
| Clear Type | Select the type of transaction you want to work with: deposits, disbursements, transfers, or adjustments. (The options are displayed at the bottom of the screen.)<br><br>Disbursements include withdrawals and checks that have stop-payment flags. Voided checks are not shown because they are automatically tagged as cleared. To look at voided checks, print the Reconciliation Report page 5-11. |
| Tag Status | Select the tag status you want to work with: tagged, untagged, or both tagged and untagged transactions. (The options are displayed at the bottom of the screen.) |
| Transaction Date From/ Thru | These fields appear only if you are working with deposits, transfers, or adjustments. |
| Check Number From/Thru (N7) | These fields appear only if you are working with disbursements.Enter a range of check numbers.<br><br>Enter a range of transaction dates. |

If there are no transactions in the range you select, the message **No transactions** appears.

If there are transactions within the specified range, the first screen of transactions is displayed, and the prompt (>) is at the first transaction.

## Tagging transactions

Tagging transactions identifies which transactions have cleared your company's bank accounts.

| Field | Description |
|---|---|
| Tag | If a transaction is tagged as cleared, *Yes* is displayed. |

| Field | Description |
|---|---|
| Chk Num | This field appears only if you are working with disbursements. |
| | The check number is displayed. If the transaction is a withdrawal, *W/D* is displayed. |
| Tran Date | The transaction date is displayed. |
| Chk/Dep | This field appears only if you are working with deposits, transfers, or adjustments. |
| | The check number or the deposit slip number is displayed. |
| Description | The transaction description is displayed. |
| Reference | The transaction reference is displayed. |
| Amount | The amount of the transaction is displayed. |
| | If payment of a check has been stopped, *S* is displayed after the check number. |

**Enter = tag/untag, Tag all, Untag all, Reverse all, Specific, Balances, Header**

To tag or untag a transaction, move the prompt (>) to the transaction you want to tag or untag, and press **Enter**.

To tag all the transactions displayed on the screen, press **T**.

To untag all the transactions displayed on the screen, press **U**.

To reverse the tag status of the transaction the prompt (>) is at and all the transactions displayed on the screen below it, press **R**.

**Note**

If only one or two of the transactions have not cleared the bank, you can press **T** to tag the entire screen. Then move the prompt (>) to the transactions that have not cleared, and press **Enter** to untag them.

To process a particular transaction, press **S**. In the window that appears, enter the number of the transaction you want to process and press **Enter**. The transaction appears.

To see a breakdown of the outstanding balances by transaction types and the amount to reconcile, press **B** at any time. The Outstanding Balances window appears.

To return to the Clear Type field on the second Cleared Transactions screen, press **H**.

## Totals information

The following totals information is displayed near the bottom of the second Cleared Transactions screen:

- the balance of the general ledger account from the bank account record
- the outstanding balance, which is updated as you tag and untag transactions
- the adjusted balance (the bank account balance minus the outstanding balance), which is updated as you tag and untag transactions
- the statement balance you entered on the first screen

When your bank account and the bank statement balances are reconciled, the operating balance equals the statement balance and the reconciliation amount is zero.

When you are finished tagging and untagging the type of transactions you are working with, use the **Header** command to save your changes and go to the Clear Type field. Select the next type of transactions to work with, or exit to save your changes and return to the Reconciliation menu.

After you have tagged all the items that have cleared the current bank statement, print the Reconciliation Report (page 5-11) to make sure that the bank statement balance and your bank account balance are reconciled.

# Reconciliation Report

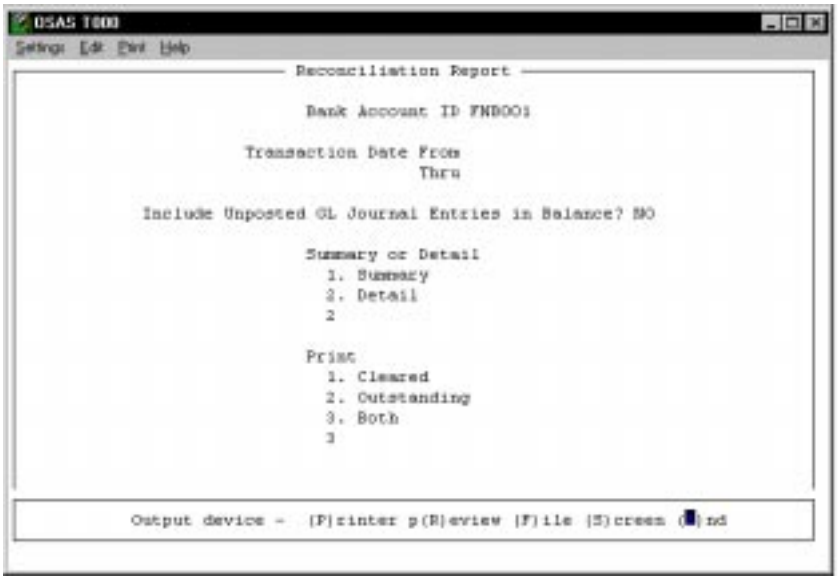
After you have tagged the transactions that have cleared a bank account for the most recent bank statement, produce the Reconciliation Report to check for errors and omissions, to make sure that the bank statement balance and the bank account balance are reconciled, and to use as an audit trail of the cleared entries.

The Reconciliation Report lists the items that are tagged as cleared. It contains three sections:

- The cleared transactions section shows a summary of each transaction that has cleared, and is organized by transaction type. This section is optional.
- The outstanding transactions section shows a summary of each outstanding transaction, and is organized by transaction type. This section is optional.
- The reconciliation section consists of bank-to-book reconciliation and book-to-bank reconciliation. This section is always produced.

## Reconciliation Report Screen

Select **Reconciliation Report** from the Reconciliation menu. The function screen appears.




1. Enter the bank account ID you want to produce the report for (A6).

2. Enter the range of transaction dates you want the report to cover.

   The dates you enter pertain only to the transactions in the BRTRxxx (Transactions) file. Transactions stored in the GLJRxxx (Journal) file are not included in the report. The balance printed in the report comes from the GLMAxxx (GL Master) file.

3. Select the amount of detail you want: summary (only the reconciliation section) or detail (the cleared transactions, outstanding transactions, and reconciliation sections).

4. If you elected to produce a detailed report, select the sections you want to produce.

5. Select the output device.

A sample Reconciliation Report is at the end of this section.

After the report is produced, the Reconciliation menu appears.

# Reconiliation Report (Cleared Transactions)

```
07/15/1999                      Builders Supply                    Page    1
1:58 PM                      Reconciliation Report
                   For Bank Account FNB001 1st National Bank

                              Cleared Transactions


Check   Trans. Date Type Description              Ref.    Src. Clr.  Trans. Amount
-------------------------------------------------------------------------------
Void Checks

0001020 12/03/1999  VOID ADVERTISING              OCT      BR   Y             .00
                                                                          -------------
                           TOTAL VOID CHECKS                                    .00
```

# Reconciliation Report (Outstanding Transactions)

07/15/1999 Builders Supply Page 2
1:58 PM Reconciliation Report
For Bank Account FNB001 1st National Bank

Outstanding Transactions

| Check | Trans. Date | Type | Description | Ref. | Src. | Clr. | Trans. Amount |
|---|---|---|---|---|---|---|---|
| Adjustments | | | | | | | |
| ADJ | 12/04/1999 | ADJ | Stop Payment Charge | ADJ | BR | N | 7.50- |
| CK CHG | 12/04/1999 | ADJ | BR ADJUSTMENT | CHECH CH | BR | N | 25.50 |
| | | | TOTAL ADJUSTMENTS | | | | 18.00 |
| Disbursements | | | | | | | |
| 0001019 | 12/03/1999 | STOP | UTILITY EXPENSE | | BR | N | 250.00- |
| 0001054 | 12/04/1999 | DISB | TAXES | PREPAID | BR | N | 245.50- |
| W/D | 12/03/1999 | DISB | TRANSFER TO PETTY CASH | | BR | N | 100.00- |
| W/D | 12/03/1999 | DISB | Petty Cash Transfer | | BR | N | 100.00- |
| W/D | 12/04/1999 | DISB | Pymnts to Affiliates | DISB | BR | N | 11416.25- |
| W/D | 12/04/1999 | DISB | BR DISBURSEMENT | EXPENSE | BR | N | 300.00- |
| W/D | 12/04/1999 | DISB | BR DISBURSEMENT | COMPUTER | BR | N | 2500.00- |
| | | | TOTAL DISBURSEMENTS | | | | 14911.75- |
| Deposits | | | | | | | |
| 000135 | 12/04/1999 | DEP | BR DEPOSIT | OT INC. | BR | N | 3000.00 |
| 001002 | 12/03/1999 | DEP | CASH SALES | A/R | BR | N | 12388.25 |
| | | | TOTAL DEPOSITS | | | | 15388.25 |
| Transfers | | | | | | | |
| BK TSFR | 12/04/1999 | TSFR | Transfer of Funds | TRSFR | BR | N | 500.00- |
| BK TSFR | 12/04/1999 | TSFR | Transfer from Bank SNB001 | LOAN | BR | N | 300.00 |

# Reconciliation Report (Reconciliation)

```
07/15/1999                    Builders Supply                    Page    3
1:58 PM                    Reconciliation Report
                  For Bank Account FNB001 1st National Bank

                               Reconciliation

Bank-to-Book

     Statement Balance                      5139.38

     Outstanding Transactions
       Deposits                            15388.25
       Disbursements                       14911.75-
       Transfers                             200.00-
       Adjustments                            18.00
                                          ----------
ACCUMULATED BALANCE                        5433.88
ACTUAL BOOK BALANCE                        5120.66
                                          ==========
UNRECONCILED AMOUNT                         313.22


Book-to-Bank

     Book Balance                           5120.66

     Outstanding Transactions
       Deposits                            15388.25-
       Disbursements                       14911.75
       Transfers                             200.00
       Adjustments                            18.00-
                                          ----------
ACCUMULATED BALANCE                        4826.16
STATEMENT BALANCE                          5139.38
                                          ==========
UNRECONCILED AMOUNT                         313.22-
```

# Purge Cleared Transactions

After you have reconciled a bank account with a bank statement, use the Purge Cleared Transactions function to delete the cleared transactions from the BRTRxxx (Transactions) file.

You can purge the transactions for one bank account or for a range of bank accounts.

## Before Purging Cleared Transactions

Before you purge cleared transactions, make sure that you have done these things:

- cleared all the applicable transactions (page 5-3)
- printed and verified the Reconciliation Report (page 5-11)
- backed up your data files

## Purge Cleared Transactions Screen

Select **Purge Cleared Transactions** from the Reconciliation menu. The function screen appears.

1. If you have completed reconciliation and backed up your data files, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit from the function.

2. Enter the range of bank account IDs you want to purge cleared transactions for. (The **Inquiry** command is available if Bank Reconciliation is interfaced with General Ledger.)

3. Enter the range of transaction dates you want to purge cleared transactions for.

To begin purging transactions, use the **Proceed (PgDn)** command.

After the cleared transactions have been purged, the Reconciliation menu appears.

# File Maintenance 6


| | |
|---|---|
| Bank Accounts | 6-3 |
| Codes | 6-7 |
| Recurring Adjustments | 6-9 |

# Bank Accounts

Use the Bank Accounts function to set up and maintain the checking and savings accounts that you will reconcile. The information you enter through this function is stored in the BRBAxxx (Bank Accounts) file.

If Bank Reconciliation is interfaced with General Ledger, the general ledger account number you assign to each bank account record must be set up in your chart of accounts.

## Bank Accounts Screen

Select **Bank Accounts** from the File Maintenance menu. The function screen appears.

| Field | Description |
|---|---|
| Bank Account ID (A6) | Enter a unique ID for the bank account. |

| Field | Description |
|---|---|
| Account Description (A30) | Enter a description of the bank account—for example, the name of the bank. |
| Account Number (A25) | Enter the number the bank assigned to the account. If you enter a number longer than 15 characters, the account number will be truncated on deposit slips (see the *Accounts Receivable User's Manual*). |
| Bank Contact (A25) | Enter the name of the person you contact when you have questions about the account. |
| Phone Number (N10)<br>Fax Number (N10) | Enter the bank's phone and fax numbers. |
| GL Account Number (A12) | Enter the number of the general ledger account affected by transactions made to the account. (The **Inquiry** command is available if Bank Reconciliation is interfaced with General Ledger.) Assign a unique account number to each bank account record. |
| GL Account Balance | If Bank Reconciliation is interfaced with General Ledger, the balance of the general ledger account you specified is displayed and you cannot change it. The balance is updated when a transaction is posted in General Ledger to the general ledger account specified.<br><br>If Bank Reconciliation is not interfaced with General Ledger, enter the balance of the general ledger account you specified. This field is updated when you post transactions (in Bank Reconciliation and in interfaced applications) that affect this bank account ID. |

**Note**

If Bank Reconciliation is not interfaced with General Ledger, do not change this balance after you begin processing Bank Reconciliation transactions; if you change it, you will not have an audit trail of the change. Instead, use the functions on the Transactions menu to make the appropriate adjustments.

| Field | Description |
|---|---|
| Last Statement Balance | If you are setting up the Bank Reconciliation system, enter the balance of the last statement you received for the bank account.<br><br>The last statement balance is updated each time you use the Cleared Transactions function for the bank account ID. |
| Last Statement Date | Enter the date of the last statement you received for the bank account.<br><br>The last statement date is updated each time you use the Cleared Transactions function for the bank account ID. |

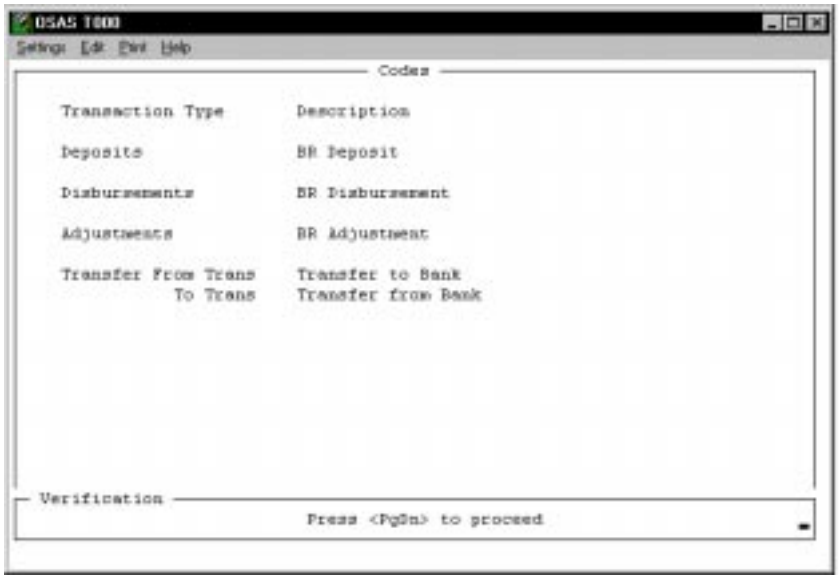
After you save the record **(PgDn)**, enter the next bank account record, or exit to the File Maintenance menu.

# Codes

Use the Codes function to set up and maintain default descriptions and references for transactions (deposits, disbursements, and transfers) and recurring adjustments. The descriptions you assign to transactions and recurring adjustments are stored in the BRCDxxx (Codes) file and appear when you enter or edit transactions through the Transactions function and in the Bank Account Register, among other places.

## Codes Screen

Select **Codes** from the File Maintenance menu. The function screen appears.




1. Enter the default description you want to appear for deposits (A25).
2. Enter the default description you want to appear for disbursements (A25).
3. Enter the default description you want to appear for adjustments (A25).

4. Enter the default description you want to appear for the “from” portion of the transfer transaction (A25)—the transaction that records the reduction to the bank account you entered in the Bank Account ID field on the Transactions screen.

   If you enter fewer than 20 characters in this field, the “to” bank account ID will be appended to the description.

5. Enter the default description you want to appear for the “to” portion of the transfer transaction (A25)—the transaction that records the addition to the bank account specified in the To Bank field in the scroll region of the Transactions screen.

   If you enter fewer than 20 characters in this field, the “from” bank account ID will be appended to the description.

After you save your entries **(PgDn)**, enter the descriptions again, or exit to the File Maintenance menu.

# Recurring Adjustments

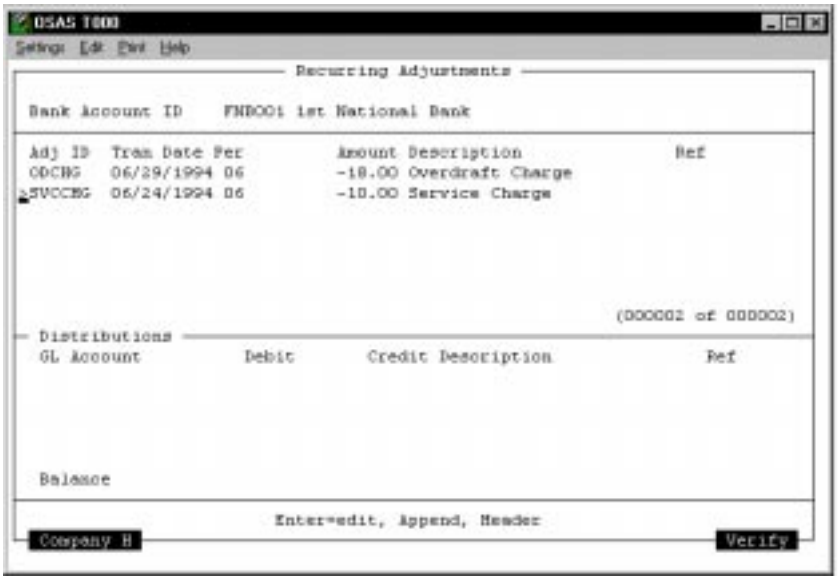
Recurring adjustments are routine service charges applied to bank accounts by a bank. For example, banks commonly charge an overdraft fee for bounced checks or levy a monthly service charge for some types of accounts.

Use the Recurring Adjustments function to set up and maintain recurring adjustments you regularly make to your accounts. Recurring adjustments are stored in the BRRAxxx (Recurring Adjustments) file.

You must also set up the offsetting entries for the adjustments.

# Recurring Adjustments Screen

Select **Recurring Adjustments** from the File Maintenance menu. The function screen appears.




| Field | Description |
|---|---|
| Bank Account ID (A6) | Enter the bank account you want to set up or maintain recurring adjustments for. |

After you enter the bank account ID, you are taken to the adjustments portion of the screen.

## Adjustments

**Enter = edit, Append, Header**

To edit the adjustment the prompt (>) is at, press **Enter**.

To add an adjustment for the bank account, press **A**.

To return to the Bank Account ID field, press **H**.

| Field | Description |
|---|---|
| Adj ID (A6) | Enter an adjustment ID. The ID is unique only to the bank account—that is, you can set up adjustment SVCCHG for bank account FNB001 and adjustment SVCCHG for bank account SNB001. That way, you have to remember only one ID for similar types of adjustments. |
| Tran Date | If you are adding an adjustment, the date you are entering the adjustment is displayed. If you are editing an adjustment, the date you entered the adjustment is displayed.<br><br>Accept the displayed date, or change it. |
| Per | If you are adding an adjustment, the general ledger period you are entering the adjustment is displayed. If you are editing an adjustment, the period you entered the adjustment is displayed.<br><br>Accept the displayed period, or change it. |
| Amount | Enter the amount of the recurring adjustment. |
| Description (A25) | If you are adding an adjustment, accept the default description (from the BRCDxxx file), or enter a different description. |
| Ref (A8) | Enter a reference for the adjustment. References are posted to General Ledger and provide another way of searching for information in the General Ledger application. |

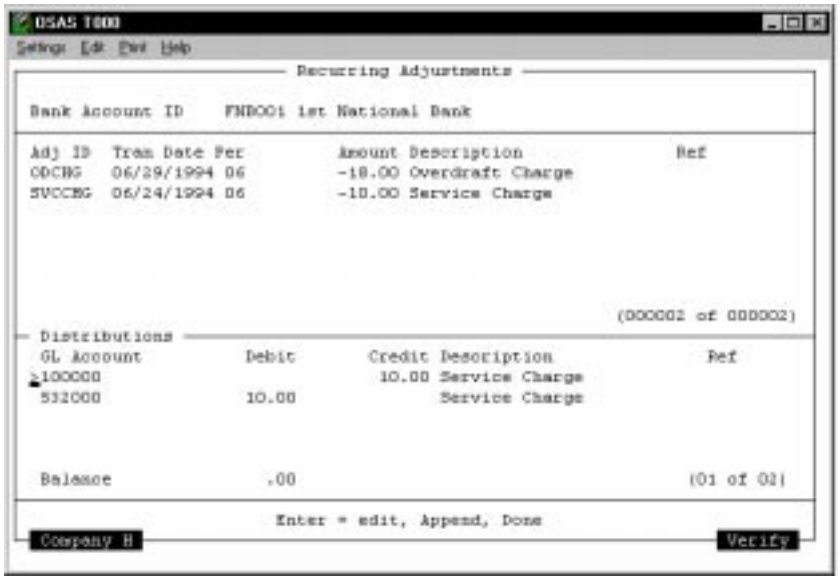
If you are adding an adjustment, you are taken to the distributions portion of the screen.

If you are editing an adjustment, enter **Y** at the **Edit Distributions** prompt to move to the distributions portion of the screen, or enter **N** to return to the adjustments scroll region if you are finished editing the adjustment and do not need to edit the distributions.

If you are finished entering adjustments, exit to the File Maintenance menu.

## Distributions

Each adjustment must have both the debit and the credit side of the transaction accounted for. You can offset the adjustment with as many credits/debits as necessary. You cannot exit from the distributions portion of the screen until you have accounted for the amount of the adjustment in terms of both debits and credits.


OSAS T000
Settings Edit Print Help
Recurring Adjustments
Bank Account ID FNB001 1st National Bank
Adj ID Tran Date Per Amount Description Ref
ODCHG 06/29/1994 06 -10.00 Overdraft Charge
SVCCHG 06/24/1994 06 -10.00 Service Charge
(000002 of 000002)
Distributions
GL Account Debit Credit Description Ref
>100000 10.00 Service Charge
532000 10.00 Service Charge
Balance .00 (01 of 02)
Enter = edit, Append, Done
Company H
Verify

**Enter = edit, Append, Done**

To edit the distribution the prompt (>) is at, press **Enter**. (You cannot edit the first line of a distribution; the first line is the adjustment itself. If you want to edit the adjustment, you must edit it in the adjustments portion of the screen.)

To add a distribution for the adjustment, press **A**.

To return to the adjustments portion of the screen, press **D**. (This command appears only when credits equal debits—that is, the balance is zero.)

| Field | Description |
|---|---|
| GL Account | Enter the general ledger account number for the credit or debit. (The **Inquiry** command is available if Bank Reconciliation is interfaced with General Ledger.) |
| Debit | Enter the amount of the debits related to the adjustment. |
| Credit | Enter the amount of the credits related to the adjustment. |
| Description (A25) | Accept the default description (from the BRCDxxx file), or enter a different description. |
| Ref | Enter a reference for the offsetting entry. References are posted to General Ledger and provide another way of searching for information in the General Ledger application. |
| Balance | If you have not entered enough entries to offset the amount of the adjustment, the amount remaining to compensate for is displayed. |

After you enter the reference, edit or append another offsetting entry, or press **D** to return to the adjustments portion of the screen.

# Master File Lists 7


| | |
|---|---|
| Bank Accounts List | 7-3 |
| Codes List | 7-7 |
| Recurring Adjustments List | 7-9 |
| Tables List | 7-11 |

# Bank Accounts List

Use the Bank Accounts List function to produce a list of the information in the bank account records you have on file. Bank account information is entered through the Bank Accounts function and is stored in the BRBAxxx (Bank Accounts) file.

Use this list as a reference when you enter bank reconciliation transactions and when you identify bank account IDs in interfaced applications.

## Bank Accounts List Screen

Select **Bank Accounts List** from the Master File Lists menu. The function screen appears.

1. Enter the range of bank account IDs you want in the list.

2. Select the option by which to organize the list.

3. Select the output device.

A sample Bank Accounts List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

# Bank Account List

07/18/1999 Builders Supply Page 1
7:49 AM Bank Accounts List
By Bank Account

| Bank ID | Bank Account Number<br>Bank Account Description | Phone Number<br>Fax Number | GL Account<br>Last Stmt. Date | GL Account Description<br>Contact | Last Stmt. Bal. | Curr. GL Bal. |
|---|---|---|---|---|---|---|
| FNB001 | 0001658973<br>1st National Bank | (612)554-6719<br>(612)554-6799 | 100000<br>12/01/1999 | Not Interfaced to GL<br>Don Meyers | 5139.38 | 5120.66 |
| 1 BANK ACCOUNT LISTED | | | | TOTAL | 5120.66 | 5139.38 |

End of Report

# Codes List

Use the Codes List function to produce a list of the information in the codes records you have on file. Code information is entered through the Codes function and is stored in the BRCDxxx (Codes) file.

Use this list as a reference when you enter bank reconciliation transactions or to check your work.

## Codes List Screen

Select **Codes List** from the Master File Lists menu. The function screen appears.

Select the output device.

A sample Codes List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

# Codes List

```
07/18/1999        Builders Supply         Page    1
7:50 AM             Codes List

Trans. Type                Default Description
-----------------------------------------------------

Deposits                   BR Deposit
Disbursements              BR Disbursement
Adjustments                BR Adjustment
Transfers To               Transfer to Bank
Transfers From             Transfer from Bank


End of Report
```

# Recurring Adjustments List

Use the Recurring Adjustments List function to produce a list of the recurring adjustment information you have on file. Recurring adjustments are entered through the Recurring Adjustments function and are stored in the BRRAxxx (Recurring Adjustments) file.

Use this list as a reference when you enter bank reconciliation transactions or to check your work.

## Recurring Adjustments List Screen

Select **Recurring Adjustments List** from the Master File Lists menu. The function screen appears.

1. Enter the range of bank account IDs you want in the list.
2. Enter the range of recurring adjustments you want in the list.
3. Select the output device.

A sample Recurring Adjustments List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

# Recurring Adjustments List

07/18/1999 Builders Supply Page 1
8:02 AM Recurring Adjustments List
By Bank Account

| Trans. | Seq. | Bank ID | Type | Adj. ID | Description | Ref. | GL Account | Per | Entry Date | Debit Amount | Credit Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 000004 | 01 | FNB001 | ADJ | ODCHG | Overdraft Charge | | 100000 | 6 | 06/29/1999 | | 18.00 |
| 000004 | 02 | FNB001 | ADJ | ODCHG | Overdraft Charge | | 532000 | | 07/18/1994 | 18.00 | |
| 000001 | 01 | FNB001 | ADJ | SVCCHG | Service Charge | | 100000 | 6 | 06/24/1999 | | 10.00 |
| 000001 | 02 | FNB001 | ADJ | SVCCHG | Service Charge | | 532000 | | 07/18/1994 | 10.00 | |
| | | | | | | | TOTAL FOR BANK ID FNB001 | | | 28.00 | 28.00 |
| | | | | | | | GRAND TOTAL | | | 28.00 | 28.00 |

End of Report

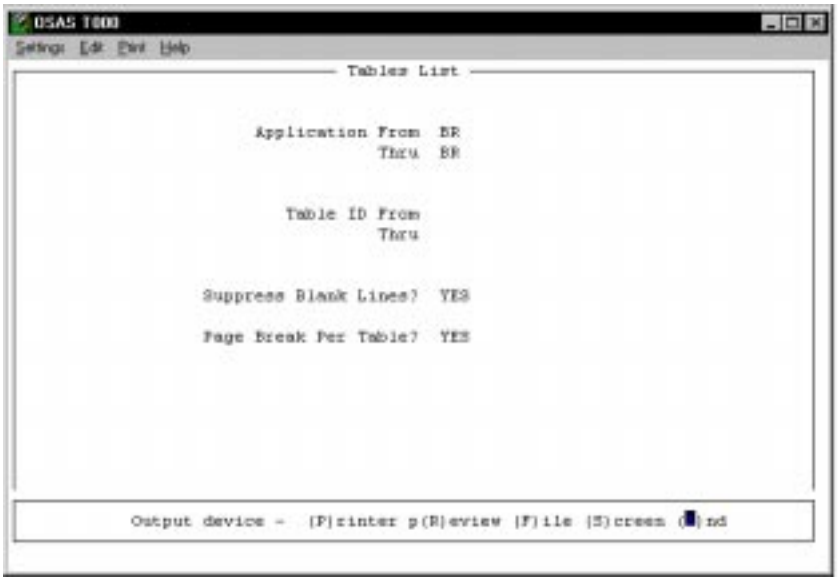
# Tables List

The Tables List shows the number of columns, column length and type, and data for any or all Bank Reconciliation tables.

Use this list to keep records and verify contents of the Bank Reconciliation tables you are using.

## Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.




BR is displayed as the application ID. You cannot change it.

1. Enter the range of table IDs whose information you want in the list (A8).

2. If you want blank lines to be printed in the report, enter **Y**; if not, enter **N**.

3. If you want a page break between each table, enter **Y**; if not, enter **N**.
4. Select the output device.

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

# Tables List

```
07/18/1999                    Builders Supply                    Page    1
8:02 AM                         Tables List
                             Bank Reconciliation

  Table ID OPT        Description Options Table
  No. of Columns   1  Column Length   50    Type  A

 Option Settings
 -------------------------------------------------
 00000000000000000000000000000000000000000000000000


*** End of Report ***
```

# System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

**An error occurred while converting files. Conversion aborted.**
**An error occurred wile creating files. File creation aborted.**

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the RM Data File Conversion/ Creation screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

**Basic Error = *nn* Host Error = *xxx* Line = *nnnn* Program = *xxxxxx***
**Basic Error = *nn* Line = *nnnn* Program = *xxxxxx***

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

**(*check number*) is not on file.**

1. The number of the check you are trying to void or stop the payment of is not on file.

2. You cannot void or stop payment of a check that is tagged as cleared.

**Could not find any valid source files for this application.**

The source directory you specified does not have files for the application you are converting. Make sure that you entered the correct source directory and application ID.

**Current journal entries do not balance.**

The total of the debit entries does not equal the total of the credit entries for the transaction. You cannot exit from the function until these two balances are equal.

**File unavailable *xxxxx*.**

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the files intact.
- The function you are trying to access needs one or more files that are not on your system. Use the Options and Interfaces function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu; then use the **Change Company (F5)** command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

**GL account *nnnnnnnnnnnn* belongs to account *AAAAAA*.**

When entering the distributions portion of a Bank Reconciliation transaction, you cannot enter the number of a general ledger account that has been assigned to a bank account record.

**GL account *nnnnnnnnnnnn* is a memo account.**

You cannot assign memo accounts to bank account records or Bank Reconciliation transactions.

**Invalid date in *directory/file name*.**

You must convert the old data files before you switch to European-format dates. Use the Company Information function on the Resource Manager Company Setup menu to switch back to the American-format dates, and reconvert the data.

**Unable to execute program *program*.**

The system cannot run the program you selected from the menu. Make sure that the displayed program is in the application's program directory, and select the function again.

**Unable to load menu record *menu* from file *file*.**

The application's menu record is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

# Common Questions B

Use the answers to the following commonly asked questions about the Bank Reconciliation system as a quick reference to common problems.

**How can I exit from the Transactions function if my entries are out of balance?**

You cannot exit from the distributions portion of the Transactions screen unless the entries are balanced (or offset). If you realize that you made a mistake in the transaction or if you want to delete the transaction, you must complete the distributions portion of the screen. Then return to the upper scroll region of the Transactions screen and either edit the transaction or use the **Delete (F3)** command to delete it.

**How can I void an unposted check?**

If the check was posted from an interfaced application (Payroll or Accounts Payable/Purchase Order), see the appropriate user's manual for instructions on how to enter a reversing transaction.

If the check was entered through the Transactions function, you can use one of the following methods to void an unposted check:

- Delete the transaction in the Transactions function by moving the prompt (>) to the transaction you want to delete and then using the **Delete (F3)** command. Do not use this method if you want an audit trail of the transaction.
- Post the check to the BRTRxxx (Transactions) file. Then use the Void Checks and Stop Payments function (page 4-11) to void it.
- When you post the voided check, the status of the original disbursement will be set to *void* and the amount will be set to zero.

- Enter a reversing disbursement transaction. In the Ref field enter **VOID** or some other reference which indicates that the transaction will void the original disbursement.

- When you post transactions, both the original disbursement and the reversing entry will be moved to the BRTRxxx file.

# Glossary C

**account.** A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

**accounting period.** A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

**adjustment.** Charges made to your bank account, often by the bank: service charges, finance charges, fees paid for bounced checks, and so on. *See also* **transaction**.

**application.** A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.

Bank Reconciliation is one application; applications that interface with Bank Reconciliation are General Ledger, Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll.

**back up.** To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

**company.** In OSAS, a business record associated with its own files, tables, and menu of applications.

**conversion.** The process of updating existing files, programs, or applications to the current version. *See also* **installation**.

**data file.** *See* file.

**deposit.** Money added to a bank account. *See also* **transaction**.

**disbursements.** Money extracted from a bank account. In Bank Reconciliation, disbursements take the form of checks and withdrawals. *See also* **transaction**.

**distributions.** Offsetting debits and credits that account for the total amount of the transaction.

**field.** A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

**file.** A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.

**function.** A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.

**general ledger.** A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

**installation.** The process of adding an application to an existing system. *See also* **conversion**.

**interface.** To join to another application for the purpose of having information entered in one application update information in another application's files.

**journal.** A chronological record of transactions.

**journal entries.** Transactions recorded in a journal.

**menu.** A list of applications, functions, options, or other menus.

**offsetting entries.** *See* **distributions**.

**post.** To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

**program.** A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.

**purge.** To remove from the system. *See also* **restore**.

**reconcile.** To check a financial account against another for accuracy. In the Bank Reconciliation application, this process involves using the Cleared Transactions function to indicate which transactions have cleared your company's bank.

**reconciliation.** *See* **reconcile**.

**record.** A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.

**recurring adjustments.** Adjustments made regularly to your account. For example, some banks extract a monthly service charge on some types of accounts. *See also* **adjustment** *and* **transaction**.

**reference.** An additional description attached to a transaction. References are posted to General Ledger and provide another way of searching for information in the General Ledger application.

**restore.** To bring information back to its original place and condition. *See also* **purge**.

**table.** A grid that holds records and is visible. *See also* **file**.

**transfer.** To shift a sum of money from one bank account to another. *See also* **transaction**.

**transaction.** An exchange or transfer of funds involving two or more bank accounts: adjustments, deposits, disbursements, and transfers. *See also* **adjustment, deposit, disbursements**, *and* **transfer**.

**transaction reference.** *See* **reference**.

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